

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 11-009

Issue Date: June 3, 2010

Title: Maryland Medical Assistance Program Health Information Technology Planning – Feasibility Assessment

I. Purpose

The Maryland Health Care Commission (MHCC) intends to select a contractor on a time and materials basis to complete a Feasibility Assessment of the Maryland Medical Assistance (Medicaid) Program alignment with existing external health information technology (HIT) and health information exchange (HIE) efforts. Specifically, this assessment will study the Maryland Medical Assistance Program's viability to initiate and sustain a State Medicaid Health Information Technology program, which includes expanding electronic health record (EHR) adoption among Medicaid providers, ensuring provider connectivity to the statewide HIE, and administering and overseeing certified EHR incentive payments to providers.

II. Requirements

The contractor will be required to develop and conduct a Feasibility Assessment of the Maryland Medical Assistance Program alignment with existing internal and external HIT and HIE efforts. The study will assess the impacts, risks, benefits, and barriers associated with implementing a State Medicaid Health Information Technology program. In addition, the contractor will be required to propose solutions to each specific risk and barrier to implementation. At a minimum, the contractor is required to assess the impact of implementing a State Medicaid Health Information Technology program on items such as, but not limited to:

- Information technology:
 - Medicaid Information Technology Architecture (MITA) program
 - Statewide HIE
- Medicaid partners:
 - Health care providers participating in the Medicaid system, including physicians, federally qualified health centers, and state and private hospitals
 - Health care entities such as Managed Care Organizations, Administrative Services Organizations, Alcohol Drug Abuse Administration, FQHCs, and health centers
- Data management areas, including but not limited to:
 - Utilization tracking, claims processing, and other data analysis
- Medicaid policy
- Other Medicaid services or feasibility components proposed by the contractor

The contractor will be required to provide a scope of work document, as well as a draft and final Feasibility Assessment.

The contractor has some latitude in choosing how to carry out the contract responsibilities and to make suggestions that will improve upon the project scope. Potential contractors must specify their general approach in its response to this Bid Board Notice. If a bidder proposes to subcontract tasks, such as information gathering, analysis, and document development, the contractor must clearly identify and provide a detailed description of how any subcontractor(s) will carry out its assigned tasks. The contractor must have familiarity with the health care stakeholders in Maryland and be able to demonstrate experience in the HIT/HIE industry. **All activities specific to each task must be approved prior to performance of the work, and all deliverables must also be approved before the deliverable will be considered complete.**

Contract Deliverables & Due Dates

Key Deliverables	Due Date
Submit bi-weekly status reports on activities of the contractor.	Ongoing
Participate in bi-weekly status meetings (in-person or telephone conference call) with the MHCC.	Ongoing
Provide a draft document of the work that the contractor proposes to administer for the Maryland Medical Assistance Program Feasibility Assessment.	7/1/2010
Provide a final document of the work that the contractor proposes to administer for the Maryland Medical Assistance Program Feasibility Assessment.	7/5/2010
Provide the MHCC with a draft of the Feasibility Assessment.	9/7/2010
Provide the MHCC with the final Feasibility Assessment.	9/27/2010

Note: Contract deliverables and due dates should be considered tentative; therefore, contract deliverables and due dates are subject to change at the discretion of the MHCC.

Staffing Requirements

The contractor may propose to augment or revise the following list of required personnel. The contractor must demonstrate how its proposed staffing model will complete the tasks in a timely manner. Proposals must include an hourly rate for the work to be performed, and an estimate of the total number of hours required to complete each task.

Staffing Design

Labor Categories	Description
Project Director	A senior level individual that will coordinate all aspects of the work, take responsibility for meeting the schedule of deliverables, and ensure the delivery of high quality work products. (Writing sample required).
Project Manager	A management level individual with experience in managing workgroups who can ensure broad participation and facilitate discussion among all participants. (Writing sample required).
Policy Analyst	A technical expert with at least five years health information technology and report writing experience. (Writing sample required).

REFERENCES

The contractor will be required as part of its proposal to include references for similar work it has performed in health information technology activities and, if available, work performed specifically in Medicaid HIT.

TERM OF CONTRACT

The contract begins on **July 1, 2010** and ends on **September 30, 2010**. Contractor billing is required by the 15th of the month for the prior month and must include a description of the completed tasks in accordance with the Deliverable Schedule in Section II. All deliverables and work must be performed to the satisfaction of the MHCC for reimbursement approval.

ISSUING OFFICER

The Issuing Officer for this solicitation is Sharon Wiggins, Procurement Specialist, Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore Maryland 21215.

SUBMISSION DEADLINE

In order to be eligible for consideration, an original proposal must be received by the Issuing Officer at the Commission office by 4:00 p.m. **June 16, 2010**. **All bids must include Federal Tax Identification Numbers**. Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be submitted electronically to swiggins@mhcc.state.md.us by the specified date and time.

PROCUREMENT METHOD

The procurement method for this solicitation is a Small Procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

REQUIRED DOCUMENTS

1. Please provide a brief (10 pages or less) description of your approach to completing the tasks, which is required within one week of contract award notification.
2. Please include individual resumes, writing samples, and references for each of the personnel who are to be assigned if your organization is awarded the contract. (Appendices are not included in the page count) Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation. Letters of intended commitment to work on the project from personnel should be included with the response.

TERMINATION CLAUSE

The State may terminate this contract at any time and for any reason. Bidders must acknowledge this statement in their response to this Bid Board Notice.

**MINORITY BUSINESS ENTERPRISES AND SMALL BUSINESSES
ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION**